

EMPLOYEE ACCEPTABLE USE AGREEMENT FOR INTERNET ACCESS AND TECHNOLOGY USE

I. General Conditions

Electronic information resources are available to employees of the Park City School District. The Internet is filtered and monitored through the Utah Education Network

Use of electronic media for required functions within the district is a condition of employment. These required functions include but are not limited to electronic mail and the district student data management system (PowerSchool).

II. Conditions of Use

- A. The school district has the right to monitor all use of the computer and other district-owned communication devices, including access to all messages, files and data.
- B. There is no expectation of privacy regarding school district computers or any data stored thereon, including removable storage media, such as floppy disks, CDs, thumb drives, tapes, etc. and there is no expectation of an ownership interest in any materials on any of the school's computer hard drives or other storable medium.
- C. Any use for illegal or inappropriate purposes or to access materials that are objectionable in a public school environment, or in support of such activities, is prohibited. The following use of the district's computers, including its network and Internet access are prohibited:
 1. Using, communicating, or sending impolite, abusive, slanderous, derogatory, vulgar, lewd, indecent or obscene language or pictures.
 2. Using an account other than one's own, or attempting to gain unauthorized access to accounts on the network.
 3. Attempting to obtain access to restricted sites, servers, files, databases, etc., or attempting to gain unauthorized access to other systems (e.g. "hacking").
 4. Using Internet games and chat rooms not related to core curriculum.
 5. Using the Internet or network for any illegal activity. This includes, but is not limited to;
 - a. distributing copyrighted material;
 - b. distributing threatening messages;
 - c. accessing, viewing, storing, or sending pornographic or obscene material, as defined by Utah Code 76-10-1201 or material that is deemed inappropriate or disruptive to the educational process
 - d. accessing or distributing material protected by trade secrets. This prohibition includes any activity that would be in the violation of any federal, state, or local law.
 6. Providing personal addresses, phone numbers, and financial information of any individual, other than oneself, in any network communication.
 7. Using the Internet for commercial purposes, financial gain, personal business, product advertisement, religious or political lobbying.
 8. Attempting vandalism defined as any attempt to harm or destroy data of another user, another agency, or network connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to a network that is connected to the Internet.
 9. Degrading or disrupting network equipment, software, or system performance.
 10. Wasting finite network resources.
 11. Invading the privacy of individuals or disclosing confidential information about other individuals unless directly related to one's work assignment.
 12. Posting personal communications without the original author's consent.
 13. Posting anonymous messages.

14. Accessing, downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
 15. Using material which may be deemed to violate any district policy or the Professional and Ethical Guidelines as outlined by the Utah State Office of Education.
 16. Communicating threats of violence or making slanderous or defamatory comments about individuals.
- D. District Internet accounts shall be used only by the authorized owner of the account, and account owners are responsible for all activity under their account.
 - E. District Internet accounts shall be considered automatically terminated upon retirement, resignation, termination, or conclusion of elected term. Upon termination of an Internet account or access for any reason, the Park City School District may remove or delete any or all information from the account. The Park City School District shall not be obligated to give any prior notification that an account will be terminated or that a terminated account's information will be removed or deleted.
 1. Should an employee, upon retirement, termination, or resignation, destroy data or information pertinent to the functioning of the position, such action could be considered illegal and subject to legal action.
 - F. Access for any employee to electronic information resources is a privilege, not a right. Access for employees shall be as a guest on the Park City School District's resources and said access may be revoked at anytime, for any reason.
 - G. Inappropriate use of these resources may result in disciplinary action (including the possibility of termination), and/or referral to legal authorities. The principal/supervisor or systems administrator may limit, suspend, or revoke Wide Area Network (WAN) and/or Internet access of any employee.

III. Acceptable Use:

- A. The use of an assigned account must be within the educational and professional or personal employment goals of the Park City School District.
- B. The employee is advised not to reveal personal information for him/herself and others such as home address, phone numbers, password, credit card numbers or social security number or similar information for others or for organizations.

IV. Other Conditions:

- A. Each employee is expected to abide by the generally accepted rules of user etiquette. These rules include but are not limited to the following:
 1. Never send or encourage others to send abusive messages.
 2. Never use the network in any way that would disrupt network use by others. Use electronic mail appropriately -- no sales, advertisements, solicitations, or excessive volume, etc.
 3. Limit network use for personal purposes.
- B. Each employee shares in the responsibility for system security. Do not use another individual's account nor log on to the system as the systems administrator.
- C. Each employee shares in the responsibility to protect the system against vandalism. Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the network, or the Internet system. Vandalism also includes, but is not limited to abusive overloading of data on the server, or the uploading, downloading or creation of computer viruses.
- D. Any employee working with students using electronic sources of information has a responsibility to enforce the Student Acceptable Use Guidelines and to provide appropriate supervision for student use.
- E. Any employee who becomes aware of illegal or inappropriate activities, security problems, or of violations to Policy 9110 -- Acceptable Use Policy for Internet Access and Technology Use, Student Acceptable Use Guidelines, or Employee the Acceptable Use Guidelines must report these to the appropriate local principal, supervisor, or systems administrator.

V. Service Disclaimer

The Park City School District makes no warranties of any kind whether expressed or implied for the electronic information services it is providing. The Park City School District will not be responsible for any damages an employee suffers while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or employee errors or omissions. Use of any information obtained via the information system is at the employee's own risk. Park City School District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

VI. Notice

Employees are to receive notice from their immediate supervisor about these guidelines at the beginning of each school year.